

## COLLEGE JOINT ASSOCIATION FORUM AND STAFF CHARTER

The establishment of the College Forum is intended to complement other methods of communication but has the key role of providing a formal procedure for consultation, on issues such as terms and conditions of service.

### CONSTITUTION

1. Membership will include:
  - (a) Management Team - The Principal and one other member of the College Management Team.
  - (b) Trade Unions - Staff representative of each College recognised trade union.
  - (c) The HR Manager.
  - (d) Clerk to the Corporation (non-voting).
2. The matters for consultation will include:
  - (a) Terms and Conditions of Service (not for negotiating purposes).
  - (b) Employee Relations.
  - (c) Working conditions.
  - (d) Health and Safety.
  - (e) Welfare and amenities.
  - (f) Personnel Procedures.
  - (g) Staff Charter.
3. The quorum for any meeting shall be a minimum of 50% of each of (a) and (b) above in 1.
4. The Committee will meet at least once each term plus any extraordinary meetings which can be called by any two members.
5. The term of office of the Committee shall be from 1 September to 31 August each year and the names of the Trade Unions' representatives shall be forwarded to the Clerk by the end of the Summer term.
6. Meetings will be convened by the Clerk on dates and time agreed by the Committee, or in special circumstances, at the request of any two members, as agreed by the Chair.
7. Members shall submit to the Clerk details of items for inclusion on the agenda not less than 7 days prior to the date of the meeting.



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Longley Park Sixth Form College

8. The agenda for the business at regular meetings shall be circulated by the Clerk not less than 5 days before that date of the meeting.
9. The matters to be discussed at a meeting shall be limited to those items on the agenda unless agreed by the Chair.
10. Minutes shall be produced by the Clerk. Minutes will indicate any confidential material not for disclosure outside the meeting. Full Minutes will be considered by the Personnel Committee of the Corporation and the College Management Team. Non-confidential Minutes will be published in the staff-room.
11. An individual employee wishing to raise with the Committee any question within its function shall do this through his/her appropriate representative on the Committee or directly to the Chair.
12. The posts of Chair and Vice-Chair will alternate annually between management and Trade Unions and shall be elected at the first meeting in the Autumn term.
13. Other parties including Members of the Corporation may be invited to attend meetings with the agreement of all members.
14. Questions or matters concerning an individual employee shall not be discussed within the framework of the Joint Association Forum.
15. The Corporation has the power to amend the constitution of this Committee. Consultations with a view to agreement between all representatives concerned would precede any such proposed action.

## STAFF CHARTER

Longley Park Sixth Form College is committed to working as a community in order to achieve the College's aims and objectives set out in the College mission. A key element in this is the partnership between the College as an institution and the staff. This document aims to set out key College commitments and ways of monitoring these so that progress towards them can be assessed.

Longley Park Sixth Form College is committed to:

COMMITMENT	EVIDENCE
Treating all staff fairly	Grievance Procedures Equality & Diversity meetings
Consulting staff regularly	Joint Association Forum Minutes and other consultative processes
Effective, regular and open communication	Publication of Minutes Meetings programme
Responding positively to staff facing difficult personal circumstances	Family friendly policies and work of HR Manager
Offering opportunities for all staff to access high quality professional development	Staff Development Committee and Performance Management systems

These commitments are underpinned by a Staff Grievance procedure, which any member of staff can use if they feel that the College or college managers have acted against college procedures or policies.

The Staff Charter also reinforces the College's existing legal commitment under legislation covering such things as Employment Law, Health and Safety, Discrimination and Data Protection.

The Joint Association Forum and the Governors' Personnel Committee will meet once per year to review the College's success in meeting these commitments using the evidence indicators set out. This review will become part of the college Self-Assessment Report in the Management Section. This annual meeting may well set additional targets for the subsequent year related to progress required to meet the commitments.